



# Construction Services & Inspections

411 W 1<sup>st</sup> St Rm 210 Duluth MN 55802 218 730 5300 [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov)

## Residential Plan Intake Checklist 1 & 2 Family Dwellings and Townhomes 2017

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. **If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing.** Bring this list to the permit counter when you come or return to make your permit application.

Project address

Applicant name

Applicant phone

Applicant Checklist	Required Items	New Dwelling	Addition **	Interior Remodel	Deck **	Verified	Staff use only
							Notes
<b>APPLICATIONS - <a href="http://duluthmn.gov/onestop">duluthmn.gov/onestop</a></b>							
	Building Permit Application completed w/ valuation and all contact information	x	x	x	x		
	Erosion Control Permit Application - <i>For Engineering Division Review</i>	x	x		x		
	Shoreland / Floodplain Application	x	x		x		
	<i>HVAC, Plumbing, Gas Piping and Electrical work requires separate permits</i>	x	x	x			
<b>PLANS - Two identical sets: legible and drawn to scale - see reverse for required details to be provided for each type of plan</b>							
	Boundary Survey per policy - <i>see handout</i>	x	x		x		
	Site Plan	x	x		x		
	Elevations - <i>Required for any exterior work, all sides with finished grade indicated</i>	x	x		x		
	Foundation Plan - <i>may be incorporated with the basement plan</i>	x	x				
	Floor Plan(s) - <i>Complete plans for each floor, including basement and finished attic space- as applicable</i>	x	x	x			
	Wall Section Plan(s) - <i>some plans may require more than one section</i>	x	x	x	x		
	Engineered Drawings - <i>If applicable to the project</i>	x	x	x	x		
	Roof / Floor Truss Shop dwgs. - <i>can be delayed submittal in most cases</i>	x	x	x			
<b>FORMS / REPORTS / DOCUMENTAION - <a href="http://duluthmn.gov/onestop">duluthmn.gov/onestop</a></b>							
	Energy Code Mechanical Compliance Form	x	x				
	Helical Pier Special Inspection Form - <i>all decks and additions under 120 SF, over 120 SF requires engineered design</i>	x	x		x		
	WLSSD CAF Fee Discussed	x					
	Septic / Well Compliance Documentation - <i>if applicable</i>	x					
	Zoning Variance Approval Documents - <i>For Planning Division Review- if applicable</i>	x	x	x	x		
	Other Special Approval Documents - <i>If applicable to the project</i>	x	x	x	x		

\*\* **Basic Decks** - For standard residential decks, use the deck packet and application available in Construction Services and online.

\*\* **Detached Garages** - For standard detached residential garages, use the garage packet and application available in Construction Services and online.

\*\* **Additions on Posts** - For additions on posts under 120 SF, a packet is available in Construciton Services and online as a guide for preparing your construction plans and documents. Additions on posts over 120 SF are required to be designed by a structural engineer.

\*\* **Engineered Wood Products** - If engineered wood products are proposed, engineered plans by product supplier must be submitted before a permit is issued.



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Applicants, use this along with the checklist to make sure your plans and application packet are complete and include all items.

### SITE PLAN - Items to be included

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Drawn to scale with scale indicated  | <input type="checkbox"/> Consistent with survey                 | <input type="checkbox"/> Legal description on site plan                         |
| <input type="checkbox"/> Property lines shown and dimensioned | <input type="checkbox"/> Setbacks shown and dimensioned         | <input type="checkbox"/> Existing and proposed structures shown and dimensioned |
| <input type="checkbox"/> Easements on property shown          | <input type="checkbox"/> Window well - <i>size and location</i> | <input type="checkbox"/> Driveways and REQUIRED PARKING shown                   |
| <input type="checkbox"/> Drainage pattern shown               | <input type="checkbox"/> Erosion control shown                  | <input type="checkbox"/> Adjacent streets and alleys shown                      |

### FOUNDATION PLAN (may be combined with basement plan) - Items to be included

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Foundation wall type  | <input type="checkbox"/> Bearing wall footings shown and dimensioned | <input type="checkbox"/> Post / pad footings shown and dimensioned           |
| <input type="checkbox"/> Drainage system shown | <input type="checkbox"/> Radon system shown                          | <input type="checkbox"/> Foundation insulation - <i>horizontal as needed</i> |

### FLOOR PLANS (complete plans for each floor) - Items to be included

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Legible, to scale, and fully dimensioned                                   | <input type="checkbox"/> Identify uses of rooms  | <input type="checkbox"/> Clearly indicate new vs. existing / demo walls            |
| <input type="checkbox"/> Wall construction - <i>stud size, spacing, finish materials</i>            | <input type="checkbox"/> Show complete load path of all bearing situations to carry load to foundation | <input type="checkbox"/> Stairways dimensioned - <i>rise, run, width, headroom</i> |
| <input type="checkbox"/> Ceiling height - <i>all areas</i>  | <input type="checkbox"/> Narrow wall bracing   | <input type="checkbox"/> Guards and handrails shown                                |
| <input type="checkbox"/> Egress windows identified - <i>sill height, clear opening</i>              | <input type="checkbox"/> Draftstopping in floors shown - <i>1000 SF sections</i>                       | <input type="checkbox"/> Floor system orientation or slab thickness indicated      |
| <input type="checkbox"/> Specialty windows indicated - <i>safety glazing, window fall protected</i> | <input type="checkbox"/> Bathroom fixture clearances dimensioned                                       | <input type="checkbox"/> House to garage separation indicated - door specified     |
| <input type="checkbox"/> Window wells shown - <i>see handout</i>                                    | <input type="checkbox"/> Required light and ventilation indicated                                      | <input type="checkbox"/> Radon control method                                      |
| <input type="checkbox"/> Window U-values  | <input type="checkbox"/> Smoke and CO detectors shown  |  |

### WALL SECTION - Items to be included - a sample wall section is available in Construction Services

#### Foundation / Basement Wall Assembly

- ☐ Grade slopes away 6" in 10'-0"
- ☐ Anchor bolt size, spacing and location
- ☐ Foundation wall type and width
- ☐ Max wall height from floor
- ☐ Max unbalance backfill height - *type of soil*
- ☐ Waterproofing method
- ☐ Exterior insulation protection
- ☐ Exterior insulation - *type and R value*
- ☐ Vertical & horizontal reinforcing - *chapter 4*
- ☐ Interior insulation - *type and R value*
- ☐ Interior wall covering - *interior finish*
- ☐ Interior ceiling height
- ☐ Footing width, height, depth below grade
- ☐ Drainage system
- ☐ Slab thickness
- ☐ Vapor barrier
- ☐ Insulation under slab - *type and R-value*
- ☐ Base material
- ☐ Soil bearing pressure
- ☐ Details for Frost Protected Shallow Foundations - *see handout*

#### Exterior Wall Assembly

- ☐ Siding type
- ☐ House wrap or felt
- ☐ Wall sheathing
- ☐ Stud size and spacing
- ☐ Insulation - *type and R value*
- ☐ Vapor barrier
- ☐ Interior wall cover material
- ☐ Wall height
- ☐ Flashing - *all locations*

#### Floor System(s) Assembly

- ☐ Floor joist / trusses - *size and spacing*
- ☐ Floor sheathing
- ☐ Floor insulation - *if req. - type and R value*
- ☐ Ceiling finish material
- ☐ Rim joist insulation - *type and R value*

#### Roof Assembly

- ☐ Roof pitch
- ☐ Roofing material - *shingle type, metal, etc.*
- ☐ Underlayment - *felt and/or ice & water*
- ☐ Roof sheathing - *type and thickness*
- ☐ Truss information - *energy heel height*
- ☐ Ventilation method
- ☐ Soffit / Fascia details
- ☐ Insulation - *type and R value*
- ☐ Vapor barrier
- ☐ Ceiling finish material

### DECK DETAILS - Items to be included

- ☐ Footings - type, size, depth and spacing
- ☐ Posts - size and connections
- ☐ Beams - size and connections
- ☐ Joist - size, spacing and connections
- ☐ Ledger - size, connection and flashing
- ☐ Guards and handrails indicated
- ☐ Stairs - width, rise, run, handrails
- ☐ Lateral load connectors indicated

\*\*\*It is not acceptable to indicate "per code" or similar statement in lieu of dimensions or specifications.\*\*\*

\*\*\*Additional information may be required for some projects. This will be determined during plan review.\*\*\*